

Credo Business College

Manual in terms of section 51 of the

Promotion of Access to Information Act 2 of 2000

Promotion of Access to Information Act, Act 2 of 2000 (The Act)

Section 51 Manual of Credo Business College

(Registration number: 2004/032319/07)

1. Contact particulars

Postal address:	PO Box 65001 Erasmusrand 0165	Physical address:	Block A Glen Gables C/o Lynnwood and January Masilela Lynnwood Glen 0081
Telephone number:	012 348 3888		
Fax number:	086 558 0544		
E-mail address:	rdecock@credobusinesscollege.co.za		
Website:	www.credobusinesscollege.co.za		

2. Introduction

Credo Business College is a private training college, specialising in the field of business and financial training. Currently accredited under the name of Oxbridge Training Institute (while the process of transferring accreditations from Oxbridge Training Institute to Credo Business College is underway), the college provides education and training in line with the government's National Skills Development Strategy and supports national and sectional growth, development, and equity principles.

Our purpose is to provide training (both theoretical and practical) that ensures employees are adequately equipped to meet the requirements of their current positions and that they grow professionally. Credo Business College's intention is to develop a skilled, competent, and confident workforce through training interventions that equip and enhance the growth of our learners, their employers, and society.

We aim to achieve this through:

- Nationally recognised and accredited learning programmes
- Needs analysis
- Improved skills and work performance

Credo Business College has been actively involved in the South African educational training and skills development landscape for many years, first trading as LH Education and later as Oxbridge Training Institute.

Credo Business College has been involved in funded and private training projects since 2008, and we have vast experience in training projects done in collaboration with emerging/venture partners. All our projects were successfully concluded within the given timelines and budgets and achieved the contracted project outcomes. We can ascribe this to careful planning, close monitoring, and taking corrective measures as soon as possible.

3. Guide in terms of section 10 of The Act

Any person who wishes to exercise any right contemplated in The Act may obtain a copy of the information guide issued by the Human Rights Commission in all official languages, from the Human Rights Commission, tel (011) 484-8300, fax (011) 484-7149.

4. Facilitation of a request for access to information

Information that is not readily available as indicated in this manual may be requested in accordance with the procedure prescribed in terms of the Act. Copies of the prescribed forms to be completed for submitting a request, are available from Credo Business College.

5. Information available in terms of other legislation

Information is available in terms of certain provisions of the following legislation:

- 5.1 Basic Conditions of Employment Act 75 of 1997
- 5.2 Companies Act 61 of 1973
- 5.3 Consumer Affairs (Unfair Business Practices) Act 71 of 1988
- 5.4 Copyright Act 98 of 1978
- 5.5 Currency and Exchanges Act 9 of 1933
- 5.6 Electronic Communications and Transactions Act 25 of 2002
- 5.7 Employment Equity Act 55 of 1998
- 5.8 Further Education and Training Colleges Act No 16 of 2000
- 5.9 General and further Education and Training Quality Assurance Act No 58 of 2001
- 5.10 Income Tax Act 58 of 1962
- 5.11 Labour Relations Act 66 of 1995
- 5.12 Promotion of Access to Information Act 2 of 2000
- 5.13 South African Revenue Services Act 34 of 1997
- 5.14 Skills Development Levies Act 9 of 1999
- 5.15 Skills Development Act 97 of 1998
- 5.16 Unemployment Contributions Act 4 of 2002
- 5.17 Unemployment Insurance Act 63 of 2001
- 5.18 Value Added Tax Act 89 of 1991

6. Information automatically available

The following categories of records are automatically available for inspection, purchase or photocopying:

- 6.1 Newsletters
- 6.2 Pamphlets / Brochures
- 6.3 Pricelists
- 6.4 Marketing and promotional material
- 6.5 Website: www.oxbridgetraining.co.za

7. Information available in terms of The Act

The subjects on which the business holds records and the categories on each subject are as listed below. Please note that a requestor is not automatically allowed access to these records and that access to them may or must be refused in accordance with section 62 to 69 of The Act.

7.1 Accounting records

- 7.1.1 Annual financial statements and working papers
- 7.1.2 General ledger
- 7.1.3 Subsidiary ledgers (receivables, payables, etc.)
- 7.1.4 Bank statements, cheque books, cheques
- 7.1.5 Customer and supplier statements and invoices
- 7.1.6 Deposit slips
- 7.1.7 Cash books and petty cash books
- 7.1.8 Fixed asset register
- 7.1.9 Tax returns and assessments
- 7.1.10 VAT returns

- 7.1.11 Lease or instalment sale agreements
- 7.1.12 Budgets and business plans
- 7.1.13 Insurance records
- 7.1.14 Investment records
- 7.1.15 Auditor's reports
- 7.1.16 Inventory records
- 7.1.17 Systems documentation
- 7.1.18 Management reviews
- 7.1.19 Capital expenditure
- 7.1.20 Credit agreements

7.2 **Fixed Property**

- 7.2.1 Leases

7.3 **Information Technology**

- 7.3.1 Agreements
- 7.3.2 Capacity and utilisation of current systems
- 7.3.3 Client database
- 7.3.4 Disaster recovery processes and procedures
- 7.3.5 Hardware
- 7.3.6 Internet/Intranet
- 7.3.7 Licenses
- 7.3.8 Systems support, programming and development
- 7.3.9 LAN Installations
- 7.3.10 Operating systems
- 7.3.11 Software packages
- 7.3.12 Telephone exchange equipment
- 7.3.13 Telephone lines, leased lines and data lines

7.4 **Insurance**

- 7.4.1 Details of coverage, limits and insurers
- 7.4.2 Insurance policies

7.5 **Intellectual Property**

- 7.5.1 Agreements relating to intellectual property, e.g. license agreements, secrecy agreements, research and development agreements, consulting agreements, use agreements, joint venture agreements and joint development agreements.
- 7.5.2 Copyrights
- 7.5.3 Designs, trademarks, trade names and protected names

7.6 **Legal, Agreements and Contracts**

- 7.6.1 Agreements with contractors, suppliers and clients
- 7.6.2 Agreements with customers
- 7.6.3 Agreements with shareholders, officers or directors
- 7.6.4 Material licenses, permits and authorisations
- 7.6.5 Contracts, including lease agreements and finance agreements

7.7 **Personnel Records**

- 7.7.1 Attendance register
- 7.7.2 Disciplinary records
- 7.7.3 Employee evaluation and performance records
- 7.7.4 Employee information records
- 7.7.5 Employee loans
- 7.7.6 Employment applications
- 7.7.7 Employment contracts
- 7.7.8 Employment equity plan
- 7.7.9 Expense accounts
- 7.7.10 Group personal accident
- 7.7.11 Health and safety records
- 7.7.12 Incentive schemes
- 7.7.13 IRP 5 and IT 3 certificates
- 7.7.14 Letters of appointment
- 7.7.15 Leave applications

- 7.7.16 Maternity leave policy
- 7.7.17 Organisational design
- 7.7.18 Payroll
- 7.7.19 Personnel file
- 7.7.20 Policies and procedures
- 7.7.21 Recruitment and appointments
- 7.7.22 Relocation policy
- 7.7.23 Salary and wage registers
- 7.7.24 Salary slips and wage records
- 7.7.25 Scholarships and bursaries
- 7.7.26 Staff loan schemes
- 7.7.27 Staff records after employment
- 7.7.28 Study assistance schemes
- 7.7.29 Time records
- 7.7.30 Training and development
- 7.7.31 UIF, PAYE and SDL returns
- 7.7.32 Workmen's Compensation documents

7.8 Sales and Marketing

- 7.8.1 Brochures, newsletters and marketing material
- 7.8.2 Customers
- 7.8.3 Media releases
- 7.8.4 Public relations policies and procedures
- 7.8.5 Service and product information

7.9 Statutory Company Records

- 7.9.1 Certificate of Incorporation
- 7.9.2 Certificate to Commence Business
- 7.9.3 Director's attendance register
- 7.9.4 Memorandum and Articles of Association
- 7.9.5 Minutes books
- 7.9.6 Minutes of shareholders' meetings
- 7.9.7 Minutes of directors' meetings
- 7.9.8 Other minute books
- 7.9.9 Register of allotments
- 7.9.10 Register of directors and officers
- 7.9.11 Resolutions
- 7.9.12 Register of directors' shareholding
- 7.9.13 Shareholders' agreements
- 7.9.14 Register of directors' shareholding
- 7.9.15 Resolutions passed at meetings

8. Requesting procedures

A person who wants access to the records must complete the necessary request form, which is available at the offices of Credo Business College, or can be accessed on www.sahrc.org.za. The completed request form must be sent to the address or fax number provided in this manual, and marked for the attention of the Information Officer.

9. Availability of the Manual

Copies of this manual are available for inspection, free of charge, at the offices of Credo Business College, from the South African Human Rights Commission and at www.credobusinesscollege.co.za

.....
MANAGING DIRECTOR

ANNEXURE A

1. FEES IN RESPECT OF PRIVATE BODIES

1. The fee for a copy of the manual as contemplated in regulation 9(2) (c) is R1, 10 for every photocopy of an A4-size page or part thereof.

2. The fees for reproduction referred to in regulation 11(1) are as follows:

	R
(a) For every photocopy of an A4-size page or Part thereof	1, 10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0, 75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7, 50
(ii) compact disc	70, 00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40, 00
(ii) For a copy of visual images	60, 00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20, 00
(ii) For a copy of an audio record	30, 00

3. The request fee payable by a requester, other than a personal requester, referred to in regulation 11(2) is R50,00.

4. The access fees payable by a requester referred to in regulation 11(3) are as follows:

	R
(1) (a) For every photocopy of an A4-size page or part thereof	1, 10
(b) For every printed copy of an A4-size page or part thereof held on a computer or in electronic or machine-readable form	0, 75
(c) For a copy in a computer-readable form on -	
(i) stiffy disc	7, 50
(ii) compact disc	70, 00
(d) (i) For a transcription of visual images, for an A4-size page or part thereof	40, 00
(ii) For a copy of visual images	60, 00
(e) (i) For a transcription of an audio record, for an A4-size page or part thereof	20, 00
(ii) For a copy of an audio record	30, 00
(f) To search for and prepare the record for disclosure, R30, 00 for each hour or part of an hour reasonably required for such search and preparation.	

(2) For purposes of section 54(2) of the Act, the following applies:

- (a) Six hours as the hours to be exceeded before a deposit is payable; and
- (b) one third of the access fee is payable as a deposit by the requester.

(3) The actual postage is payable when a copy of a record must be posted to a requester.

ANNEXURE B

1. PRESCRIBED REQUEST FORM

REQUEST FOR ACCESS TO RECORD OF PRIVATE BODY
(Section 53(1) of the Promotion of Access to Information Act, 2000
(Act No. 2 of 2000))

[Regulation 10]

A. Particulars of private body

The Managing Member: RONEL DE KOCK

CREDO BUSINESS COLLEGE

B. Particulars of person requesting access to the record

- (a) *The particulars of the person who requests access to the record must be given below.*
(b) *The address and/or fax number in the Republic to which the information is to be sent must be given.*
(c) *Proof of the capacity in which the request is made, if applicable, must be attached.*

Full names and surname:

Identity number:

Postal address:

Fax number:

Telephone number:

E-mail address:

Capacity in which request is made, when made on behalf of another person:

C. Particulars of person on whose behalf request is made

This section must be completed ONLY if a request for information is made on behalf of another person.

Full names and surname:

Identity number:

D. Particulars of record

- (a) *Provide full particulars of the record to which access is requested, including the reference number if that is known to you, to enable the record to be located.*
(b) *If the provided space is inadequate, please continue on a separate folio and attach it to this form. **The requester must sign all the additional folios.***

1. Description of record or relevant part of the record:
2. Reference number, if available:
3. Any further particulars of record:

E. Fees

- (a) *A request for access to a record, other than record containing personal information about yourself, will be processed only after a **request fee** has been paid.*
(b) *You will be notified of the amount required to be paid as the request fee.*
(c) *The **fee payable for access** to a record depends on the form in which access is required and the reasonable time required to search for and prepare a record.*
(d) *If you qualify for exemption of the payment of any fee, please state the reason for exemption.*

Reason for exemption from payment of fees:

F. Form of access to record

If you are prevented by a disability to read, view or listen to the record in the form of access provided for in 1 to 4 hereunder, state your disability and indicate in which form the record is required.

Disability:	Form in which record is required:					
<p><i>Mark the appropriate box with an X.</i></p> <p>NOTES:</p> <p>(a) <i>Compliance with your request in the specified form may depend on the form in which the record is available.</i></p> <p>(b) <i>Access in the form requested may be refused in certain circumstances. In such a case you will be informed if access will be granted in another form.</i></p> <p>(c) <i>The fee payable for access to the record, if any, will be determined partly by the form in which access is requested.</i></p>						
1. If the record is in written or printed form:						
<input type="checkbox"/>	Copy of record*	<input type="checkbox"/>	inspection of record			
2. If record consists of visual images (this includes photographs, slides, video recordings, computer-generated images, sketches, etc.):						
<input type="checkbox"/>	View the images	<input type="checkbox"/>	copy of the images*	<input type="checkbox"/>	transcription of the images*	
3. If record consists of recorded words or information which can be reproduced in sound:						
<input type="checkbox"/>	listen to the soundtrack (audio cassette)	<input type="checkbox"/>	transcription of soundtrack* (written or printed document)			
4. If record is held on computer or in an electronic or machine-readable form:						
<input type="checkbox"/>	printed copy of record*	<input type="checkbox"/>	printed copy of information derived from the record*	<input type="checkbox"/>	copy in computer readable form* (stiffy or compact disc)	
* If you requested a copy or transcription of a record (above), do you wish the copy or transcription to be posted to you? Postage is payable.					YES	NO

G. Particulars of right to be exercised or protected

If the provided space is inadequate, please continue on a separate folio and attach it to this form. The requester must sign all the additional folios.

1. Indicate which right is to be exercised or protected:
2. Explain why the record requested is required for the exercise or protection of the aforementioned right

H. Notice of decision regarding request for access

You will be notified in writing whether your request has been approved/denied. If you wish to be informed in another manner, please specify the manner and provide the necessary particulars to enable compliance with your request.

How would you prefer to be informed of the decision regarding your request for access to the record?

Signed at _____ this _____ day of _____ 20

SIGNATURE OF REQUESTER / PERSON ON WHO'S BEHALF REQUEST IS MADE